

Bellevue State Park

announces the opening of a

Seasonal Assistant Park Superintendent Position

Opening Date: September 30, 2011 Closing Date: October 7, 2011 (or when filled)

Starting Salary: \$12.00/hour

POSITION SUMMARY:

This is a long-term, year-round seasonal position with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, working out of Bellevue State Park. This position is currently vacant and will require 35-40 hours per week mid-March through mid-Dec and 29.5 hours per week mid-December through mid-March.

ESSENTIAL FUNCTIONS:

This position assists with the day-to-day planning and implementation of park activities as follows:

- Reports to a Park Superintendent
- Assists the Superintendent with the day-to-day maintenance, visitor programs and services and fiscal administration
- Assists with interpretive/environmental education programs and recreational events
- Assists park visitors and the public by providing information, first aid/emergency care and attention to concerns that may occur within or proximate to the park boundaries
- Assists with Grant Writing, Volunteers, Seasonal Hiring, Supervision, and Evaluations

MINIMUM QUALIFICATIONS:

- Appreciation and understanding of cultural and historical resources/ parks and recreation
- Ability to communicate effectively with diverse members of the public and to speak in front of groups
- Ability to report and keep records
- Ability to learn and apply program rules, regulations, policies and procedures
- Independent and responsible

BENEFITS: This is a seasonal position and has no benefits. Direct Deposit of paychecks will be required as a condition of employment for all employees

APPLICATION PROCEDURES:

Please send completed state seasonal application, resume, and 2-3 references to:

Missie Jones
Park Superintendent
Bellevue State Park
800 Carr Rd.
Wilmington, DE 19809
FAX: 302-761-6951
Michaelina.Jones@state.de.us

Note: Applications can be picked up in person at park offices or online at

http://www.dnrec.delaware.gov/parks/Home/Documents/Application_Seasonal.pdf

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